



## Enrollment Action Checklist For Participating Groups (Including UD)

2020 Benefits Open Enrollment Period: May 04 – 20, 2020  
Coverage Effective Date: July 1, 2020



All the information you need to help you prepare for and complete Open Enrollment is located on the Statewide Benefits Office (SBO) website: [de.gov/statewidebenefits](https://de.gov/statewidebenefits) > select "Open Enrollment."

 **STEP UP DURING OPEN ENROLLMENT and actively participate** between **May 4 – 20, 2020** by completing these simple steps:



**STEP ONE:** Make any necessary changes to your health and/or dental\* coverage. Contact your organization's Human Resources/Benefits Office for the forms to enroll or make coverage changes.

- ☐ ***If enrolling a spouse or dependent child for the first time***, you will be required to submit a Birth Certificate (for dependents only), Marriage Certificate, Social Security numbers or other required documentation as applicable. Please contact your organization's Human Resources/Benefits Office to obtain information on how documentation should be submitted and with any questions.
- ☐ ***If enrolling a dependent child for the first time***, complete a Dependent Child Coordination of Benefits (DCOB) Form only if you are newly enrolling a dependent(s) on your health plan (Aetna or Highmark Delaware) for July 1, 2020 and the dependent(s) have other health coverage. The DCOB Policy and Form are located on the [SBO Website](#).
- ☐ ***If enrolling in a HMO (Aetna or Dominion National) plan***, you are required to select a primary provider for you and your covered dependents. Be sure to confirm the provider participates in the plan's network and is accepting new patients prior to enrolling.

***\*Please note that plan options may vary. Contact your HR/Benefits Office for details.***



**STEP TWO:** Complete the online [Spousal Coordination of Benefits Form](#) if you will be covering your spouse under a Highmark Delaware or Aetna health plan as of July 1, 2020.

**Failure to submit a new form each year will result in a reduction of spousal health benefits.**



**STEP THREE:** Check out the additional benefits available by visiting the [SBO Website](#) for information on eligibility requirements and how to enroll/make changes:

- ☐ ***University of Delaware Employees ONLY – Accident & Critical Illness Insurance***
- ☐ ***Delaware Solid Waste Authority (DSWA) Employees ONLY – State Group Universal Life Insurance***



### **Where You Can Learn More:**

There are several tools on the [SBO Website](#) to help you actively participate in Open Enrollment and be a wise healthcare consumer:

- ↳ **Online Courses** – *Step Up for Open Enrollment*, *How to Select a Health Plan*, and *Choosing the Right Care* provide helpful information and resources. There are even online courses available that cover each of the four health plans.
- ↳ **Spousal Coordination of Benefits Form Self-Service Guide** – Document provides step-by-step guidance in navigating and completing the Spousal Coordination of Benefits Form.
- ↳ **Health Plan Comparison Chart** – Document provides a side-by-side comparison of the four health plans offered by the State of Delaware.
- ↳ **And More!** – Access plan booklets, highlights, rates, etc.

#### **Have questions about Open Enrollment or your benefits?**

Contact your organization's Human Resources/Benefits Office.

You can also contact the State of Delaware Statewide Benefits Office (SBO) at 1-800-489-8933 or [benefits@delaware.gov](mailto:benefits@delaware.gov).